

DRAFT RECLAMATION MANUAL RELEASE

Comments on this draft release must be submitted to krjensen@usbr.gov by October 28, 2011.

Background and Purpose of the Draft Reclamation Manual Directive and Standard (D&S), Safety and Occupational Health – Motor Vehicle Safety Program

The goal of preparing this revised D&S document, and providing stakeholders with the opportunity to comment on it in draft form, is to enhance common understanding of how the Motor Vehicle Safety Program is administered and to enhance working relationships with our project partners. This will make the program more responsive to project sponsors, consistent Reclamation-wide and thus more effective.

In recent months, several productive meetings were held to discuss concerns and possible changes in the program with stakeholders. As a next step, Reclamation is working to clearly communicate the requirements for the Motor Vehicle Safety Program.

The Reclamation Manual is used to clarify program responsibility and authority and to document Reclamation-wide methods of doing business. All requirements in the Reclamation Manual are mandatory.

This Reclamation Manual release replaces the existing SAF 01-04 Motor Vehicle Safety Program last published 10/01/1998. The substantive changes made to the release are more detailed and specific in the Motor Vehicle Safety Program process, responsibilities, and reporting requirements. By standardizing the motor vehicle safety program, we can ensure that adequate and reliable policies, procedures, and systems are implemented to provide training, track compliance, and promptly correct identified deficiencies in meeting these requirements.

See the following pages for the draft D&S.

Reclamation Manual

Directives and Standards

Subject: Motor Vehicle Safety Program

Purpose: To specify the minimum Occupational Safety and Health Program (Program) requirements for conducting an effective motor vehicle safety program. The benefit of this Directive and Standard (D&S) is to ensure consistent Program application for the safe operation of motor vehicles by employees and volunteers performing Reclamation business.

Authority: 5 USC 7902, 29 USC 651, 31 USC 901, 40 USC 606, 5 CFR 930, Public Law 91-596 Occupational Safety and Health Act of 1970, 29 CFR 1960, 41 CFR 102.34, 49 CFR 383, Executive Order 12196, Executive Order 13513, Office of Management and Budget Circular A-123, Federal Managers Financial Integrity Act of 1982, and Department of the Interior Safety and Health Manual 485 DM Chapter 16.

Approving Official: Director, Security, Safety, and Law Enforcement

Contact: Safety and Occupational Health Office, 84-43000

1. **Introduction.** This D&S standardizes the procedures and responsibilities for Reclamation employees, volunteers, and contract personnel operating a motor vehicle in performance of daily official duties. Reclamation's management is responsible for establishing and maintaining a safe and healthful environment for employees, volunteers, and visitors. To achieve this goal, Reclamation must assess its safety and occupational health program and ensure that adequate and reliable policies, procedures, and systems are implemented to provide training, track compliance, and promptly correct identified deficiencies in meeting these requirements.
2. **Applicability.** This D&S applies to all Reclamation employees, volunteers, or contractor personnel who operate a Government-owned or -leased vehicle, and privately owned vehicles in performance of daily official duties.
3. **Definitions.**
 - A. **Operator** – any employee, volunteer, or contractor who operates a vehicle in performance of daily official duties.
 - B. **Vehicle** – a Government-owned or leased, privately owned, or special use rubber tired or tracked equipment piece used to transport personnel, equipment, and supplies.

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4. Responsibilities.

A. **Designated Agency Safety and Health Official (DASHO).** The DASHO is responsible for:

- (1) providing the Secretary of the Department of the Interior with reasonable assurance through internal process and procedures that Reclamation is in compliance with applicable laws and regulations;
- (2) ensuring that Reclamation employees and contract personnel operating motor vehicles in performance of their daily official duties are properly trained, and when applicable medically qualified, to avert the costs associated with motor vehicle incidents; and
- (3) ensuring sufficient personnel and financial resources to implement and execute this D&S.

B. **Reclamation Directors.** Washington Office, Denver Office, Regional, and any other Senior Executive Service Directors are responsible for:

- (1) providing the DASHO with reasonable assurance that Reclamation is in compliance with applicable laws and regulations;
- (2) ensuring that regional Reclamation employees and contract personnel operating motor vehicles in performance of their daily official duties are properly trained, and when applicable medically qualified, to avert the costs associated with motor vehicle incidents; and
- (3) providing personnel and financial resources to implement and execute this D&S.

C. **Supervisors.** Supervisors are responsible for:

- (1) ensuring employees are aware of and comply with this D&S requirements;
- (2) ensuring employees are current with this D&S training requirements;
- (3) ensuring language is included in acquisition documents meeting this D&S requirements; and
- (4) providing funding to attain this D&S requirements.

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D. Training Officers/Coordinators. Training officers/coordinators are responsible for:

- (1) providing access to nationally recognized defensive driving courses (e.g., Smith System, National Safety Council) for supervisor's use; and
- (2) maintaining training logs ensuring Reclamation employees or contract personnel are in compliance with this D&S.

E. Bureau/Regional/Area Office Safety and Health Managers/Specialists.

Bureau/regional/area office safety and health managers/specialists are responsible for coordinating with the training officers/coordinators to provide nationally recognized defensive driving courses.

F. Employees. Employees are responsible for complying with this D&S Requirements.

5. Requirements.

A. License

- (1) Operators shall have a valid state or U.S territory driver's license that is maintained with their residence of record;
- (2) Employees and volunteers operating motor vehicles having either a gross vehicle weight (GVW) rating of more than 26,000 pounds, towing a vehicle with a 10,000 pound or more GVW rating, hauling hazardous material requiring the vehicle or trailer to be placarded, or designed to transport 16 or more persons shall have a Reclamation funded commercial drivers license and biennial medical examination; and
- (3) Annually complete Form 7-2632 "Annual Motor Vehicle Operator's Certification" attached to this D&S.

B. Training

- (1) Employees shall complete initial National Safety Council defensive driving training, or equivalent, within 90 days of their hire;
- (2) Contractors and volunteers shall complete initial defensive driving training before operating a vehicle;

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- (3) Refresher defensive driving training shall be completed every third year from the date of the initial training course completion;
- (4) Vehicle specific, which includes all manufacturer recommended, training, shall be completed before operators utilize the equipment; *and*
- (5) *Training records shall be retained in DOI Learn for employees, supervisor files for volunteers, and in acquisition documents for contractors.*

C. Drug and Alcohol Testing

- (1) Employees shall be enrolled in the Human Resources drug and alcohol testing program;
- (2) Operators involved in an incident, regardless of property loss or injury, shall participate in State or Department of Transportation drug and alcohol testing.

D. Operation

- (1) Operators shall complete Form 7-2633 "Motor Vehicle Safety Inspection Checklist" and record the inspection, with deficiencies if found, in the vehicle's logbook before operating the vehicle;
- (2) Deficiencies affecting safe vehicle operation shall be corrected before the vehicle is returned to service;
- (3) Operate the vehicle no longer than ten (10) hours during a sixteen (16) hour duty day, after eight (8) hours of rest which shall occur during off- duty hours and does not include meal times;
- (4) Operators shall wear vehicle installed occupant restraining systems whenever the vehicle is in motion;
- (5) Vehicle shall be operated with headlights on at all times;
- (6) Loads shall be secured;
- (7) Transport hazardous materials in approved containers outside of the vehicle's interior space;
- (8) Prohibited activities include:

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- (a) driving while under the influence of alcohol;
 - (b) driving while under the influence of illegal or prescription drugs;
 - (c) driving with a suspended or invalid driver's license;
 - (d) texting messages or programming a GPS device;
 - (e) using a cell phone without a hands-free device;
 - (f) driving recklessly or dangerously;
 - (g) failing to stop after a collision; and
 - (h) conducting personal business unless authorized by management.
- (9) Driving while using a cell phone with a hands-free device is distracted driving. When driving alone, incoming calls shall be directed to voice mail for answering until the vehicle is parked in a safe location to resume the conversation using the hands-free device. A passenger may use an electronic device while the vehicle is in motion as long as its use does not interfere with the driver's safe operation of the vehicle.
- (10) If mechanical problems occur while operating the vehicle, pull over to a safe location as quickly as possible, and contact the fleet department for assistance as outlined on the back of the vehicle's fleet card;
- (11) Maintain a Reclamation "*Motor Vehicle Accident Reporting Kit*" in the vehicle which includes a SF-91 Motor Vehicle Accident Report (1 copy), SF-94 Statement of Witness (2 copies), and SF-95 Claim for Damage, Injury, or Death (1 copy);
- (12) When involved in an property damage or injury incident:
- (a) Immediately contact 9-1-1,
 - (b) Contact your supervisor,
 - (c) Complete the forms in the "*Motor Vehicle Accident Reporting Kit*" and submit the forms to your supervisor; and

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- (d) File the incident online in the Department's Safety Management Information System (SMIS).

E. Exceptions

- (1) Security, law enforcement, and emergency responder vehicle operation is covered in their respective operation manuals and are exempt from this D&S.

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Bureau of Reclamation

Annual Motor Vehicle Operator's Certification

I acknowledge that I am required to operate a motor vehicle as part of my employment or volunteer work with the U.S. Bureau of Reclamation. I hereby certify that I possess a valid State driver's license for the vehicles that I am required to operate as part of my official duty. I further certify that my State driver's license has not been suspended revoked or canceled.

I agree to inform my Supervisor if my State driver's license should be suspended, revoked, canceled, or if I should be disqualified from motor vehicle operation at any time for 1 year after signing this certification.

I understand that any false statement on this form constitutes a violation of Title 18 of the US Code Section 1001 and is punishable by a fine of up to \$10,000 or 5 years imprisonment, or both.

Name of Employee/Volunteer _____

Signature of Employee/Volunteer _____

Date Signed: _____

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Motor Vehicle Safety Inspection Checklist

At a minimum, safety inspections shall consist of the items set forth below. Deficiencies which impair safety of operations are corrected before returning the vehicle to an operational status.

Motor Vehicle Safety Inspection Checklist	
Item	Procedure
Brake lines	Fill hydraulic brake system with fluid if needed. Inspect discs and pads in accordance with manufacturer's recommendations. Check brake lines for leaks and condition. On air brake systems, inspect air brake diaphragms and all air lines and air tanks for leaks and deterioration; check air brake instrument controls, air valves, and trailer hoses.
Brake operation	Pull ahead slowly and apply brakes bringing vehicle to a stop, testing to determine if brakes are functioning properly.
Brake pedal	Apply brakes. If brake pedal fully depresses to the floorboard, whether or not the vehicle stops, remove the vehicle from service for maintenance.
Exhaust System	Check muffler, exhaust, and tailpipes, and all connections for leaks, holes, or damage. Check that exhaust emission controls are in place. Check that a current emission sticker is visible on the windshield.
Fifth Wheel and Hitch Trailers	Check fifth wheel operation and king pin, and towing safety lock. Check trailer king pin attachment for wear damage. Check condition of vehicle-trailer jumper cable. Check tow bars, tongue socket, attachments, and safety chain. Check condition of vehicle-trailer jumper cable.
Instruments, Controls	Check all instruments, gauges, and warning devices mirrors, switches, controls, horns, and warning devices for proper functioning.
License Plates	Ensure they are firmly attached, rear plate is illuminated, and tags are current.
Lights	Check all lights, signals, and reflectors. Check headlights for proper alignment.
Safety Belts	Check all safety belts for wear and proper mounting.
Steering System	Check all steering devices and linkage for wear, alignment, oil leaks, and damage.
Tires	Check all tires for damage and excess wear. Check wheel lug nuts for tightness. Check for presence of spare tire and tools to change tires.
Window Glass	Check for cracks or "bullseye" damage.
Windshield Wipers	Check for proper operation, wear, damage, and deterioration. Fill windshield fluid reservoir.